

Application No. _____

City of Hallandale Beach

Planning and Zoning Division

400 South Federal Highway

Hallandale Beach, FL 33009

Phone (954) 457-1378

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Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

Submission Checklist

FILMING ACTIVITY PERMIT APPLICATION

Date of Application Submission: _____ Folio #: _____
(Broward County Property Appraiser (BCPA) Property ID No.)

Date(s) of filming: _____ Time of filming: _____ am _____ am
pm To: _____ pm

Filming Activity Name: _____

Location/Subject Property: _____

Applicant's Name: _____ Phone: _____

Email Address: _____

Agent's Name (if applicable): _____ Phone: _____

Email Address: _____

Type of filming: ☐ Indoor Filming Activity ☐ Outdoor Filming Activity

Please submit 15 days prior to filming

This checklist is for the convenience of the applicants and the City to ensure basic submission information is provided. Applicants are responsible for submitting proposals in total compliance with Resolution No. 2013-18. Failure to provide any listed items shall result in an incomplete application which will not be accepted by the City. The completeness of the submittal will be determined by staff.

	APP*	CITY
1. Application has been fully completed, including full address, location and legal description of the subject property.	_____	_____
2. Cover Letter providing a full description of the proposed use, including specific dates, hours of operation/production, approximate attendance, staff support, cast and crew, legal description of the property, etc.	_____	_____
3. Survey or site plan depicting the proposal, detailed location, available parking, existing structures, proposed temporary structures, proposed signage, sanitary facilities and existing or proposed lighting, operational plan, etc.	_____	_____
4. A notarized statement signed by the owner of property authorizing the proposed use.	_____	_____
5. Notification Letter	_____	_____
6. Mailing certification with distance survey and mailing list provided by a licensed agency.	_____	_____
7. If the event is held on City property, a Certificate of insurance naming the City as additional insured must be provided	_____	_____

*APP: Applicant